

REQUEST FOR APPLICATIONS

Department of Transportation/Urban Forestry Division  
Government of the District of Columbia

Fiscal Year 2024

Urban and Community Forestry Grant

District Department of Transportation Urban Forestry Division invites the submission of applications for funding under the Authorization of the District Department of Transportation.

Announcement Date: April 3, 2024

RFA Release Date: April 22, 2024

Application Submission Deadline Date: July 1, 2024 at 3:00 pm

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.

## Checklist for Applications

### Urban and Community Forestry Grant

- \_\_\_\_\_ The applicant organization/entity has responded to all sections of the Request for Applications.
- \_\_\_\_\_ The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
- \_\_\_\_\_ The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- \_\_\_\_\_ The application is submitted with two original receipts found in Attachment D, attached to the outside of the envelope or package for DDOT approval upon receipt.
- \_\_\_\_\_ The Work Plan is complete and contains the information requested in Attachment E of the RFA.
- \_\_\_\_\_ The Staffing Plan is complete and contains the information requested in Attachment F of the RFA.
- \_\_\_\_\_ The Program Budget is complete and complies with the format found in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- \_\_\_\_\_ Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form, found in Attachment H of the RFA, for each collaborative partnership entered into.
- \_\_\_\_\_ The application is printed on 8 ½ by 11 inch paper, on one side, using twelve (12) point type with one-inch margins.
- \_\_\_\_\_ The Application Summary and Project Narrative sections are complete and within the eight (8) page limit for this section of the RFA submission.
- \_\_\_\_\_ The application format conforms to the guide listed in Section VI Application Format (page 17 of the RFA).
- \_\_\_\_\_ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses and other supporting documentation are enclosed.
- \_\_\_\_\_ The application was submitted to Urban Forestry Division no later than 3:00 pm., EDT on the deadline of July 1, 2024.

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## **SECTION I                    GENERAL INFORMATION**

### **Introduction**

The Urban Forestry Division (UFD) within the District of Columbia (District) Department of Transportation (DDOT) is soliciting detailed proposals from organizations to implement projects funded by the United States Forest Service (USFS) through the Inflation Reduction Act of 2022.

The USFS Urban and Community Forestry Program authorizes funding for a broad range of activities, such as urban wood utilization, urban food forests, extreme heat mitigation, urban forest stewardship, management, and access, and workforce development, that would promote urban forestry within disadvantaged communities. Local government, non-governmental, and community-based organizations are eligible to apply for Fiscal Year 2024 Urban and Community Forestry grant funds.

Interested organizations may apply for Fiscal Year 2024 Urban and Community Forestry funds. Total awards disbursed under this grant will not exceed \$750,000.

### **Scope**

The DC Department of Transportation, Urban Forestry Division (UFD) seeks applications from local government, non-governmental, and community-based organizations to promote a broad range of urban forestry activities in disadvantaged communities within the District of Columbia. Period of Performance is from Date of Award.

The District is focused on ensuring all residents can participate equitably in the benefits trees, tree canopy, and urban forests provide. While all people stand to benefit from these efforts, particular attention has been provided to identify disadvantaged communities that do not currently have adequate urban forest resources or have been historically underrepresented. Through these investments, tree canopy and canopy access will be enhanced and expanded through enlarged planting efforts on public housing properties, and directed at our target populations.

Neighborhoods where climate impacts are causing elevated exposure and human health risks will similarly be prioritized. Collaborative food forest establishment will help address areas of low food access. In addition to planting new trees, efforts related to forest stewardship through invasive species management and natural areas management, as well as efforts that support workforce development in these areas, will be considered for funding.

Activities to support nature-based interventions such as forest therapy, urban forest interpretation, and environmental education will be delivered to communities that have been historically overburdened and under-resourced.

### **Eligible Organizations/Entities**

Local government, non-governmental, and community-based organizations are eligible to apply for Fiscal Year 2024 Urban and Community Forestry grant funds.

### **Source of Grant Funding**

Funds were made available by the United States Forest Service (USFS) through the Inflation Reduction Act of 2022.

### **Award Period**

Funding shall begin from the date of signature to the grant agreement by the Director of DDOT, and the Applicant (the Parties). The Applicant shall begin performance effective on the date the grant agreement is signed by the Parties. Performance should be complete no later than three years from the execution of the grant agreement.

### **Grant Award and Amounts / Use of Funds**

DDOT-UFD will award up to \$750,000 in total grant funds to be disbursed to qualified applicants. DDOT-UFD anticipates making 3-5 awards, with an anticipated award range of \$150,000 to \$250,000. Award amounts are based on the anticipated impact of the project. Applicants must request a funding amount at the time of application.

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA.

### **Contact Person**

For further information, please contact:

John O'Neill, Lead Forester  
Urban Forestry Division  
Department of Transportation  
District of Columbia  
250 M St., SE, 4th Floor  
Washington, DC 20003  
Telephone#: (202) 527 - 5633  
Fax #: (202) 671-5103  
Email: *john.oneill@dc.gov*

## **Updates and Addenda**

In order to receive updates and/or addenda to this RFA, or other related information, applicants who obtain this RFA through the internet are advised to immediately email the following information to John O’Neill, *john.oneill@dc.gov*

Name of applicant organization  
Contact person  
Mailing address  
Telephone and fax numbers  
Email address

## **Explanations to Prospective Applicants**

Applicants are encouraged to mail or email their questions to John O’Neill on or before Monday, July 1, 2024 at 3:00 PM EDT. Questions received after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

## SECTION II PROGRAM SCOPE

### Overview

All model program activities must take place within a District of Columbia Disadvantaged Community. A Disadvantaged Community is defined as an overburdened or underserved census tract by the White House Council on Environmental Quality's Climate and Economic Justice Screening Tool and/or a census tract that scores 0.5 or above on the District of Columbia's Heat Sensitivity-Exposure Index (see below, **Disadvantaged Communities Determination**). An Applicant's headquarters, home base, or provider of material, supplies, or services does not need to be located within a Disadvantaged Community for the program to be eligible for a grant award. There is no matching requirement for these grants and all program activities must take place within a Disadvantaged Community to be eligible for a grant award. The match waiver must be passed along to all sub-recipients.

Model programs must enhance tree canopy and canopy access planting efforts on public housing properties, public lands., private property, and areas with heat-sensitive populations; promote forest stewardship and workforce development through invasive species management and natural areas management; and/or support nature-based interventions such as forest therapy, urban forest interpretation, and environmental education.

Potential subaward activities include but are not limited to:

- a. Equitable Tree Canopy Expansion through Planting on/in:
  - i. Public Housing
  - ii. Private Property
  - iii. Areas Composed of Heat Sensitive Populations
  - iv. Areas of Low Food Access (Food Forest)
  - v. Public Lands (Non-Federal)
- b. Stewardship
  - i. Invasive Pest and Species Management, to Protect and Restore Forest Areas
  - ii. Natural Areas Management
- c. Tree Canopy Access
  - i. Guided Forest Therapy
  - ii. Activation and Interpretation of Urban Forest Resources
  - iii. Environmental Education

Other program activities that meet the District of Columbia's goals of enhancing tree canopy and canopy access, promoting forest stewardship, and supporting nature-based interventions are welcome to apply.

### **General Responsibilities**

All model programs must propose one or more activities that meet the District of Columbia's goals of enhancing tree canopy and canopy access, promoting forest

stewardship, and supporting nature-based interventions in Disadvantaged Communities. Additionally, all proposed projects must:

- (1) **Articulate activities that will achieve the District of Columbia’s goals of enhancing tree canopy and canopy access, promoting forest stewardship, and supporting nature-based interventions in Disadvantaged Communities:** Successful application will articulate how grants funds will be spent in support of the District of Columbia’s community engagement goals. Among other things, applications should estimate the timing and number of prospective events, the location of prospective events, the number of people who are expected to attend, and the amount of grant funds that will likely be spent per event or per person.
- (2) **Define standards by which the impact of the proposed activities on the Disadvantaged Communities shall be measured:** Successful applications for grant funding will define measurable goals to help determine whether the activity is meeting the District of Columbia’s overall goals of enhancing tree canopy and canopy access, promoting forest stewardship, and supporting nature-based interventions in Disadvantaged Communities. Depending on the proposal, the Applicant may choose to measure the success of the program by the number of trees planted, the amount of trash removed, the amount of invasive vegetation removed, or the number of people educated, or any other relevant measure. Successful applications will specify the tree planting and maintenance practices used to ensure establishment and long-term survival of trees planted as part of this grant. Proposals that include work on private property must state that private property owners will give permission and access for work on their property. Proposals must ensure adequate access is granted by the landowner for all planned activities, including follow-up maintenance, monitoring, or other on-site work.
- (3) **Furnish periodic reports to the DDOT-UFD Urban and Community Forestry Grant Coordinator:** Successful applications will articulate a timeline for reporting progress on the grant. The timeline for reporting shall be at the discretion of the Applicant, but shall not be less than once a quarter. Reports should document progress toward achieving the goals of the project and the overall goals of the District of Columbia, and supply photographic documentation of any events or activities conducted as part of the grant. A final summary report should be generated at the conclusion of the grant.
- (4) **Acknowledgement:** The United States Forest Service and Inflation Reduction Act will be acknowledged as a funding source for work performed under this grant opportunity.

The program should be accomplished within three years of the award date of this grant.

### **Disadvantaged Communities Determination**

Census tracts of disadvantaged populations identified through the *Climate and Economic Justice Screening Tool* will be the primary target of these efforts. Communities with a *Heat Sensitivity and Exposure Score* of 0.5 or greater will also be eligible. By combining these prioritization tools, we can be assured these critical resources reach those residents of the District



of Columbia who are most heat exposed and vulnerable. Workforce development elements of this grant will be focused on District youth and residents who are unemployed or underemployed (per Justice40 Guidance for identifying nonspatial disadvantaged communities) and participating in rehabilitative services and violence interruption programs. Successful applications will specify the eligible census tracts in which work will take place.

### **Protecting Federal Investment in Private Property Tree Planting**

The proposal should outline an appropriate strategy for tree retention and highlight how the project will ensure the trees grow and flourish beyond the grant period in the proposal. Examples may include written agreements/pledges by the resident, education workshops, municipal- or partner-provided maintenance, monitoring schemes/schedules, or recognition awards for tree survival at a particular year. Example language for a written agreement may include:

- I will plant and care for my tree according to the *Tree Owner's Manual* (or similar state-level best practices document) for as long as it is within my right to do so.
- I agree to plant my tree(s) immediately at the address listed above, to give my tree(s) on-going care while I own them (or for X years), and to adhere to guidelines related to inhibiting the movement and dispersal of invasive pests and disease, such as not moving any mulch received at the event outside of the distribution county. I understand the tree(s) are under no warranty or guarantee.
- In addition to providing appropriate care, I have no plans to further expand any buildings or pavement on my property in the next X years that would result in the removal/reduction of planting area for my newly planted tree(s).

Ensure that those planting on private lands also have the capacity for monitoring or additional technical assistance related to tree health should the resident need it. Funding for this capacity during the grant period may be included in the budget.

### **Standards and Best Management Practices**

For planting projects, species lists will be developed by a technical expert knowledgeable of local climate, site characteristics, and tree species. Planting projects will not install any state-listed invasive species, including invasive species listed as “restricted,” “pending further review,” or “non-restricted,” or that are on a watch list.

All tree-related work completed under this grant will follow the latest relevant ANSI standards (e.g., ANSI Z60.1 Nursery Stock Standards, A300 Standards for Tree Care Operations) and International Society of Arboriculture Best Management Practices or equivalent.

## **Records**

The Applicant shall keep accurate records of the program and the ongoing progress of the program activities and submit monthly status reports.

The Applicant shall keep all fiscal records in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever. All fiscal records shall be accurate, complete, and current at all times.

The Applicant shall provide the Grant Administrator, and other authorized representatives of the Department of Transportation and the District government, such access to program and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by the Applicant staff.

The Applicant shall retain all records for at least three (3) years following final closeout of the grant.

## **Monitoring**

DDOT-UFD shall assign a staff person to the role of DDOT-UFD Urban and Community Forestry Grant Coordinator. The DDOT-UFD Urban and Community Forestry Grant Coordinator, or his or her designee, shall monitor and assess the performance of the Applicant according to the scope of work and related service delivery standards set forth in the grant agreement, review all written policies and procedures applicable to the project, review all monthly reports, conduct site inspections, and hold periodic conferences with the Applicant to assess Applicant's performance in meeting the requirements of the grant agreement.

The Applicant shall provide the DDOT-UFD Urban and Community Forestry Grant Coordinator and other authorized representatives of DDOT and the District government, such access to its facilities, records, customers, and staff as may be necessary for monitoring purposes.

## **Certifications and Assurances**

Applicants shall complete and return the Certifications and Assurances found in Attachments B and C with the application submission.

## **SECTION III            GENERAL PROVISIONS**

### **Insurance**

The Applicant shall provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., its general liability insurance carrier and automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder (if applicable)), and, before execution of the award, a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies, except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in connection with the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia, and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the award. The grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors. The Applicant, who, must be able to show proof of all insurance coverage required by law.

All applicants that receive awards under this RFA must show proof of insurance prior to receiving funds.

### **Audits**

The Applicant shall provide a copy of its most recent and complete set of audited or unaudited financial statements available for their organization. If audited financial statements have never been prepared due to the size or newness of an organization, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application. The applicant shall also submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and a current business license, if relevant for the applicant's business status and any correspondence or other communication received from the IRS within the three (3) years before submission of the grant application that relates to the applicant's tax status.

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

## **Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88-352, 42 U.S.C. § 2000a *et seq.* ), no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving federal TANF funds.

In accordance with the DC Human Rights Act of 1977, as amended (D.C. Law 2-38, D.C. Official Code §2-1401.01 *et seq.*), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family, offense, and place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the DC Human Rights Act. Discrimination in violation of the DC Human Rights Act will not be tolerated. Violators will be subject to disciplinary actions.

In accordance with the DC Language Access Act of 2004 (D.C. Law 15-167, D.C. Official Code § 2-1931 *et seq.*), District government programs, departments, and services must assess the need for, and offer, oral language services and provide written translations of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served.

During the performance of the grant, the Applicant and any of its sub-applicants shall comply with the Americans with Disabilities Act of 1990 (ADA). The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §12101 *et seq.*

**Programmatic Requirements**

Deliverables

CLIN	Deliverable	Preferred Format and Method of Delivery	Date Due to DDOT
C.5.1	Monthly reports detailing staff work loads, task completions, and expenditures.	Update via email.	Monthly
C.5.2	Final report detailing all actions taken under the auspices of the grant and measurable outcomes.	Via email as PDF attachment and/or other appropriate means.	Within four years of grant agreement.
C.5.3	Service projects that promote the District of Columbia’s goals of enhancing tree canopy and canopy access, promoting forest stewardship, and supporting nature-based interventions in Disadvantaged Communities.	Dependent on the terms of the Grant Agreement	Dependent on the terms of the Grant Agreement

## **SECTION IV            APPLICATION SUBMISSION**

### **Submission Date and Time**

In order to be considered for funding, applications must be received no later than 3:00 PM on July 1, 2024. All applications will be recorded upon receipt. Applications submitted after the deadline on July 1, 2024, will not be considered for funding. Supplements, deletions, or changes to the application will not be accepted after submission.

### **Number of Copies**

One (1) original application, printed on paper, must be submitted in a sealed envelope or package by the deadline date and time. Applications will not be considered for funding if the applicant fails to submit by the deadline. Emailed or faxed applications will not be accepted.

### **Location to Submit Application**

Applications must be received at or before the deadline date and time at the following location:

John O’Neill, Lead Forester  
Urban Forestry Division  
Department of Transportation  
District of Columbia  
250 M St. SE, 4th Floor  
Washington, DC 20003  
Telephone#: (202) 527 - 5633  
Fax #: (202) 671-5103  
Email: *john.oneill@dc.gov*

For hand delivered applications, applicants should allow at least one hour before the deadline time to clear security protocols.

### **Mail/Courier/Messenger Delivery**

Applications mailed or delivered by messenger/courier services must be received on or before July 1, 2024, 3:00 p.m. Applications arriving via messenger/courier services after the posted deadline of 3:00 p.m. on July 1, 2024, will not be considered for funding. Application packages must be delivered to and received by an Urban Forestry Division staff member and not left at the security desk or other location by the courier service.

## **SECTION V REVIEW AND SCORING OF APPLICATIONS**

### **Review Panel**

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their experience delivering environmental services to the public of the District of Columbia. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DDOT shall make the final funding determination(s).

### **Scoring Criteria**

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

#### **Criterion A: Program Design (Total 30 Points).**

- The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and will contain or are consistent with program objectives described in the Program Scope (15 Points).
- The proposal clearly describes the methods to be used to complete the project and manage the tasks that are being requested by DDOT (15 points).

#### **Criterion B: Organizational Capability and Relevant Experience (Total 35 Points).**

- The applicant must demonstrate the knowledge and experience relevant to the service sought (10 Points).
  - The applicant provides documented experience delivering environmental services to the public of the District of Columbia, including in disadvantaged communities.
  - If no experience has been acquired, describe how past experiences will prove beneficial in this undertaking.
- The applicant has a clear staffing plan to provide for the service proposed herein. The applicant also has the technical capability to maintain an information-based work process sufficient to produce required reports for DDOT (25 Points).

#### **Criterion C: Sound Fiscal Management and Reasonable Budget (Total 20 Points).**

- The applicant must provide evidence of sound fiscal management and financial stability and document the availability of resources other than the grant funds that support the organization (10 Points).
- The applicant must demonstrate that the proposed budget is reasonable, realistic, and will achieve project objectives (10 Points).

#### **Criterion D: Overall Feasibility of the Proposal (Total 15 Points).**

- Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the Applicant (parent organization, if applicable), that the project is compatible with the mission of the organization, and will be effectively coordinated and integrated with its other activities.

### **Decision on Awards**

The recommendations of the review panel are advisory only and are not binding on the Department of Transportation. The final decision on awards rests solely with DDOT. After reviewing the recommendation of the review panel and any other information considered relevant, DDOT shall decide which applicants to award funds and the amounts to be funded.



## **SECTION VI            APPLICATION FORMAT**

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (See Attachment A);
- Table of Contents;
- Application Summary (Not to exceed 3 pages);
- Project Narrative (Not to exceed 5 pages);
- Certifications and Assurances (Not counted in page total, Attachments B and C);
- Program Budget and Budget Narrative (Not counted in page total, Attachment G);
- Appendices (Attachments: E - Work Plan; F - Staffing Plan; H - Collaboration).

The maximum number of pages for the total application cannot exceed 20 pages on 8 ½ by 11- inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (Times New Roman or Courier type recommended). Pages should be numbered. The review panel will not review applications that do not conform to these requirements.

### **Description of Application Sections**

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan, and budget.

#### **Applicant Profile**

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area, and the amount of grant funds requested. See Attachment A.

#### **Table of Contents**

The Table of Contents should list major sections of the application with quick reference page indexing.

#### **Application Summary**

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

## **Project Narrative**

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Specific, measurable program objectives for the service area of the application;
- Specific service(s) to be provided;
- Detailed work plan for activities;
- Proposed impact of the project due to the involvement of your organization;
- History with conducting similar projects or studies; and
- Experience with serving public spaces within a community in this capacity - if no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.

## **Certifications and Assurances**

Applicants shall provide the information requested in Attachments B and C and return them with the application. If an applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications and Assurances.

## **Program Budget and Budget Narrative**

A standard budget form is provided in Attachment G. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

- **SALARIES AND WAGES:** Show proposed salaries and wages for all project staff.
- **FRINGE BENEFITS:** Include in proposed benefits comparable to those paid to the other members of the applicant's staff. Show fringe rate.
- **CONSULTANTS / EXPERTS:** Proposed costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc.
- **OCCUPANCY:** Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area.
- **TRAVEL AND TRANSPORTATION:** Show proposed expenditures for travel, including estimated staff, consultant, and participant travel. Include per diem and reimbursement policy.
- **SUPPLIES & MINOR EQUIPMENT:** Proposed supplies and educational materials.
- **CAPITAL EQUIPMENT & OUTLAYS:** Proposed major equipment over three hundred dollars (\$300). Equipment purchased under this Grant Award cannot exceed \$5,000 per item.
- **COMMUNICATIONS:** Include utilities and telephone and maintenance services directly related to project activities.

- **OTHER DIRECT COSTS:** Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities, telephone, and maintenance services directly related to project activities. Include insurances, staff training costs, subscriptions, and postage.
- **INDIRECT COSTS / OVERHEAD:** Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the District.

### **Appendices**

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Audited financial statement;
- Indication of organization status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable); or
- Planned job descriptions (if applicable).

**SECTION VII**

**LIST OF ATTACHMENTS**

**Attachment A**  
**Attachment B**  
**Attachment C**  
**Attachment D**  
**Attachment E**

Applicant Profile  
Certifications  
Assurances  
Original Receipt  
Work Plan

**Attachment F**  
**Attachment G**  
**Attachment H**

Staffing Plan  
Budget  
Collaboration  
Commitment Form

**Attachment A**

**Urban and Community Forestry  
Grant**

**Applicant Profile**

**Place this form at the front of the application.**

**Applicant's Name:**

**TYPE OF ORGANIZATION**

**Small Business** \_\_\_\_\_ **Non-Profit Organization** \_\_\_\_\_ **Other** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Federal ID No.:** \_\_\_\_\_

**Program Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUDGET**

**Total Funds Requested:** \_\_\_\_\_

\$

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the Chief Financial Officer**

**Certifications Regarding  
Lobbying; Debarment, Suspension, and Other Responsibility  
Matters; Drug-Free Workplace Requirements; and Financial Crime Disclosure  
Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying" and "Government-wide Debarment and Suspension (Non-procurement) and 28 C.F.R. §83.670, "Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts, and that all sub--recipients shall certify and disclose accordingly.

## **2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

- A. As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 67, for prospective participants in primary covered transactions, as defined at 28 C.F.R. § 83.670, for prospective participants in primary covered transactions, the applicant certifies that it and its principals:**
- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
  - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
  - d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

## **3. DRUG-FREE WORKPLACE (APPLICANTS OTHER THAN INDIVIDUALS)**

- A. As required by the Drug Free Workplace Act of 1988, as amended (Pub. L. No. 100-690) and implemented at 28 C.F.R. Part 83, the applicant certifies that it will or will continue to provide a drug-free workplace by:**
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
  - (b) Establishing an on-going drug-free awareness program to inform employees about:**
    - 1. The dangers of drug abuse in the workplace;**
    - 2. The applicant's policy of maintaining a drug-free workplace;**
    - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and**
    - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:**

1. Abide by the terms of the statement; and
  2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to the grantor. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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#### **4. DRUG-FREE WORKPLACE (APPLICANTS WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, as amended (Pub. L. No. 100-690) and implemented at 28 C.F.R. Part 83:

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within ten (10) calendar days of the conviction, to the grantor.

#### **5. CRIMINAL HISTORY AND LEGAL PROCEEDINGS DISCLOSURE REQUIREMENTS**

Has the Applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application:

- been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct



of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud?; or

- been the subject of legal proceedings arising directly from the provision of services by the organization?

If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

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**As the duly authorized representative of the applicant,  
I hereby certify that the applicant will comply with the above certifications.**

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**1. Applicant Name and Address**

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**2. Application Number and/or Project Name**

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**3. Federal Tax Identification No.**

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**4. Typed Name and Title of Authorized Representative**

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**5. Signature**

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**6. Date**

**ASSURANCES**

**The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of federal funds for federally-assisted project, if applicable.**

**Also, the Application assures and certifies that:**

**It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.**

**If applicable, it will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, as amended (Pub. L. No. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.**

**If applicable, it will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 U.S.C. 1501, *et seq.*).**

**It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.**

**It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.**

**It will give the grantor, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.**

**It will comply with all requirements imposed by the grantor concerning special requirements of Law, program requirements, and other administrative requirements.**

**It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the grantor of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.**

**If applicable, it will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, as amended (Pub. L. No. 93-234, 42 U.S.C. § 4002). Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.**

**If applicable, it will assist the grantor in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (Pub. L. No. 89-665, 16 U.S.C. § 470 *et seq.*), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966, as amended (Pub. L. No. 93-291, 16 U.S.C. 569a-1 *et seq.*). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 C.F.R. § 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.**

**If applicable, it will comply with the provisions of 28 C.F.R. applicable to grants and cooperative agreements including Part 18 and Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act, as amended; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.**

**It will comply, and all its applicants will comply, with; Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88-352); Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990), as amended (42 U.S.C. § 12181 -12189); Title IX of the Education**

**Amendments of 1972, as amended; and the Age Discrimination Act of 1975, as amended (45 C.F.R. § 91).**

**In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.**

**If applicable, it will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.**

**If applicable, it will comply with the provisions of the Coastal Barrier Resources Act, as amended (Pub. L. No. 97-348, 16 U.S.C. § 3501 *et seq.*) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.**

**The Applicant agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.**

**The Applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR.**

**The Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;**

**That, if required by the grantmaking Agency, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;**

**That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;**

**That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;**

**That the applicant has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to OPGS which shall collect such reports and make the same available on its intranet website.**

**That the applicant has a satisfactory record of integrity and business ethics;**

**That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;**

**That the applicant is in compliance with the applicable District licensing and tax laws and regulations;**

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**Signature & Title**

**Date**

DEPARTMENT OF TRANSPORTATION

SUBMISSION RECEIPT

Urban and Community Forestry Grant

RFA #

THE DISTRICT DEPARTMENT OF TRANSPORTATION (DDOT) IS IN  
RECEIPT OF A PROPOSAL FROM:

---

(Contact Name/ Please Print Clearly)

---

(Organization Name)

---

(Address, City, State, Zip Code)

---

(Phone/ Fax)

---

(Amount Requested)

**DDOT USE ONLY:**

**Please Indicate:**

ORIGINAL AND COPY RECEIVED ON THIS DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

**PROPOSALS WILL NOT BE ACCEPTED AFTER 3:00 PM**

**Attachment E  
 (applicant may submit  
 original Work Plan but  
 must label as  
 Attachment E)**

**Work Plan**

**Urban and Community  
 Forestry Grant**

<b>Agency:</b>									<b>Submission Date:</b>			
<b>Services Area:</b>									<b>Project Manager:</b>			
<b>Budget:</b>									<b>Telephone #:</b>			
<b>Measurable Objectives</b>	<b>First Quarter</b>			<b>Second Quarter</b>			<b>Third Quarter</b>			<b>Fourth Quarter</b>		
<b>Objectives:</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>
<b>Activities:</b>												
1.												
2.												
3.												
4.												
5.												
6.												
7.												

**Attachment F (applicant may submit original Staffing Plan but must label as Attachment F)**  
**Urban and Community Forestry Grant**

**Staffing Plan**

Name	Position Title	Filled / Vacant	Annual	% of Effort

Program Director's Signature: \_\_\_\_\_ Date \_\_\_\_\_



**Attachment G  
Urban and Community Forestry Grant**

Agency:

Service Area:

Date of Submission:

Project Manager:

Budget:

Telephone #:

CATEGORY	ADMINISTRATION	PROGRAM / SERVICE	TOTAL
SALARIES / WAGES			
FRINGE BENEFITS			
CONSULTANTS			
OCCUPANCY			
TRAVEL / TRANSPORTATION			
SUPPLIES & MINOR EQUIPMENT			
CAPITAL OUTLAYS			
CLIENT COSTS			
COMMUNICATIONS			
OTHER DIRECT COST			
INDIRECT COST / OVERHEAD			
<b>TOTAL</b>			

Program Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment H  
Urban and Community Forestry Grant**

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**Collaboration Commitment Form**

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):

Name:

Address:        \_

Telephone & Fax Number:   \_

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Names(s):	_____	_____	Signature(s)
	_____	_____	
	_____	_____	

Date: \_\_\_\_\_